

Centennial Junior High School Community Council (SCC)

Rules of Order and Procedures



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Purpose and Intent

These Roles and Procedures shall be the operating guidelines of the Centennial Junior High School Community Council ("The Council"). The intent of these Roles and Procedures is to comply with statutes currently contained in Utah Code.

The purposes of community councils are as follows:

1. Prudently expend School LAND Trust Program money for the improvement of students' education through collaboration among parents, school employees, and the local school board
2. Involve parents of students in the decision making at the school level
3. Improve the education of students
4. Provide input on safe technology utilization and digital citizenship that empowers students and parents
5. Provide input on the Positive Behaviors Plan
6. Increase public awareness of school lands and related land policies, management of the State School Fund established in Utah Constitution Article X, Section V; and educational excellence

Composition of Council

The Council shall be comprised of parent or guardian-member ("parent-member") positions, school employee member positions, the CJH principal and PTA president.

A "parent member" is a member of the Council who is a parent or guardian of a student who is currently attending Centennial Junior high (the School) or will be enrolled at the School during the parent member's term of office. Parent-members have full voting rights for decisions made by the Council.

A "school employee member" means a member of the Council who is a person employed at the school. School employee members have full voting rights.

The Centennial Junior High School principal shall serve as an ex officio member with full voting rights.

The council may determine the size of the Council by a simple majority vote so long as there are two more parent members than there are school employee members.

Election Procedures, Non-Election, Vacancies

Election and non-election procedures

The School shall determine a proposed timetable for of specific dates for the annual fall elections at least one meeting prior to the elections.

Notice of elections shall be provided to parents and staff at least ten days in advance of the election and must include available positions dates and times of elections, and instructions for becoming a candidate.

A formal vote is not required if the number of applicants does not exceed the number of open seats provided proper notifications was given to applicants. Voting is done via a secure email ballot from the school principal or designee.

Elections for parent-members and school employee members, including qualifications and notice requirements, will be conducted as outlined in Utah Code.

An individual qualifies to be a candidate if they are a parent or guardian of a student who will be enrolled at the school during the parent or guardian's term of office; however, if the parent or guardian is also an educator employed at the school, the parent or guardian is not eligible to be a "parent or guardian" candidate or member of the council.

Parent members are elected from parents or guardians of the four feeder schools as follows:

- 1 member to represent Columbia parents/guradians
- 4 members to represent Endeavour parents/guradians
- 3 members to represent Kaysville parent/guardians
- 4 members to represent Snow Horse parent/guardians

School employee members shall be elected by Centennial Junior high staff.

If a parent or guardian member loses eligibility during their term (i.e., student transfers away from the School, the member will relinquish their spot on the council and a replacement member will be appointed by majority vote of the council to serve the remainder of the term of the vacated member.

Vacancies

If a parent position remains unfilled after proper notification of an election, the parent members of the Council shall appoint a parent member who meets the qualifications for the position.

If an employee member position remains unfilled after an election, the school employee members of the Council shall appoint a school employee member who meets the qualifications for the position.

Term of Office

A qualified parent or guardian shall be elected to a two-year term in accordance with election procedures established by the School District and applicable State Law.

Elected School employee members also serve for a two-year term

Election of qualified guardian members will be staggered such that half the members will be elected each year, to complete a 2-year term

A community council member may serve consecutive terms provided the member continues to meet the qualifications of the position.

Council Leadership

After the school community council is seated each year, the school community council shall annually elect at the council's first meeting a chair and vice-chair. The chair shall be elected from the parent members and the vice-chair shall be elected from the parent or school employee members, excluding the principal. The secretary may be a parent-member or a school employee member. The leadership shall be elected to serve a one-year term.

The principal will conduct the election for chair and vice-chair, in that order, according to the following procedure:

- a) Members interested in either office may use the self-nomination process. Nominations may also be made by other council members.
- b) Leadership positions are elected by simple majority of a quorum.

When a vacancy occurs in the office of chair or vice-chair for any reason, a replacement shall be elected by the Council for the unexpired term.

Chair responsibilities

- Schedule 'Shared Governance Education' training for the entire council within the first two meetings of the school year
- Be familiar with and seek to help the Council follow the laws and rules required of the school community councils
- Set the Agenda for each meeting: The chair shall refer to the Timeline provided on the School LAND Trust website as a guideline for agenda topics and submission deadlines.
- Conduct meetings
- Use a yearly timeline
- Make assignments
- Request reports on assignments
- Bring Rules of Order and Procedure for review and adoption on an annual basis
- Delegate responsibilities as appropriate

Vice Chair responsibilities

- Assist Chair with above duties and fulfill Chair responsibilities if the Chair is unable/unavailable
- Record minutes if Secretary unable to do so
- Monitor, report on and respond to emails sent to the email account (Centennialcommcouncil@gmail.com)

Secretary responsibilities

- The secretary shall assist the chair and vice-chair in carrying out their duties
- Record attendance of members and visitors
- Record Minutes at each meeting and posts a draft no less than one week (7 days) prior to next scheduled meeting
- Coordinate with the SCC Chair and the principal to post draft and approved minutes

Member responsibilities

- Complete required school LAND trust training at the beginning of the school year
- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Include the opinions of those you represent in discussions
- Expect accountability and be prepared to be accountable
- Encourage participation on the school community council, including recruiting potential applicants to apply for open positions

Attendance Expectations

If a member of the council fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council shall remove him/her from office and declare the position vacant. The position shall be filled by the regularly established election procedure.

Absences may be excused for extenuating circumstances by the Chair and the Principal. Excused absences shall be noted in the minutes during the meeting they occur, or the next regular meeting and shall not count towards absences that may remove them as a voting member.

Conflict of Interest

Due to the fiduciary nature of some of the Council's responsibilities, any Council member with a conflict of interest regarding a specific agenda item shall disclose the conflict at the outset of the discussion. If the conflict is financial in nature, the member shall recuse themselves from any vote on the matter and shall refrain from debate on the matter but may be invited to participate in the discussion at the discretion of the council. If the conflict is something other than financial in nature, the member may still participate in the discussion but shall recuse themselves from any vote on the matter.

Deleted: Conflicts of interest:¶

Duties and Responsibilities

Create school LAND Trust program and school Land Trust in accordance with current Utah code.

Advise and make recommendations to the school and school district administrators and the local school board regarding:

- The school and its programs
- School district programs
- A child access routing plan in accordance with Utah code
- Safe technology utilization and digital citizenship
- Other issues relating to the community environment for students

Review testing data and other reliable data to identify the most critical needs of the students and address those needs in the Student Success Plan with particular attention given to the following:

- Strategies that are measurable and show academic outcomes with multi-tiered systems of support
- Counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured

Expenditures are required to have a direct impact on the instruction of students in the school's areas of most critical academic need

Provide for education and awareness on safe technology utilization and digital citizenship that empowers:

- A student to make smart media and online choices
- A parent to know how to discuss safe technology use with their child

Allocate school LAND Trust, TSSP funds in accordance with state board rule regarding school community council expenditures and funding limits

Hold annual discussions with the school's principal and district administrators regarding safety principles at the school and district level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school

Provide input to the school's principal on a positive behaviors plan in accordance with Utah code

Appoint subcommittees or task forces to address topics to extensive to reasonable address in a regular business meeting of the Council.

The Council may assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

Meetings

The Council meets monthly, or more often if business dictates. Meetings are conducted using informal parliamentary procedures (see Appendix I).

The first meeting of a new school year will be set at the last meeting of the prior school year. The remaining regular meetings of a school year will be set at the first meeting of the school year and posted on the school community council website by October 20th. Additional meetings may be scheduled as needed throughout the year provided that appropriate notice is given to the public.

At each Council meeting, the principal or their designee shall provide an updated accounting of the current year's funding status for the school, including the balance of expenditures, what monies remain encumbered, and any remaining unspent funds.

All meetings are open to the public and the public is welcome to attend. Guests may share appropriate input on subjects that fall under the Council purview. A patron may bring a topic to the Council by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The Council may invite any person/group to make a presentation on issues pertinent to the role of the Council.

Items that are appropriate for discussion by School Community Councils include, but not limited to:

- School Improvement Plan.
- School LAND Trust Plan.
- Assistance in the development of the Staff Professional Development Plan
- Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.
- Advise and make recommendations regarding school programs and issues relating to the community environment for students.
- Parent/School communication and involvement.

Items not to be discussed by the School Community Council include:

- Any personnel issues
- Individual student information

Community members are urged to share their opinions with Council members in advance of Council meetings. Council parent-members in particular are elected or appointed to represent community members and their views. Council members may reasonably sponsor community members as witnesses on specific agenda items but are encouraged wherever possible to arrange this in advance of the meeting with the chair. Anyone attending a Council meeting who becomes disruptive will be warned and if the disruption continues will be required to leave.

Subcommittees:

The council committee may establish sub-committees or task forces to advise or make recommendations to the council or to develop all or part of a plan.

Organization

- Sub-committees may be established or dissolved by a majority vote of the council.
- Parent members may serve on one or more sub-committees.
- Each subcommittee will be chaired by at least one elected school community council member, which will report regularly to the Council on the committee's progress
- Additional community members, both employee and parent, that are not elected Council members may serve on any subcommittee or task force with the approval of the Council
- The number of sub-committee members, not to exceed 12 shall be determined by the Council and be comprised of parent council members, staff members, community members, and parents/guardians in amounts determined by the council, but no more than 2 members difference between any subgroup.

Subcommittee Chair

- Sub-committee chairpersons shall be appointed by the president and approved by a simple majority of the council for a term of one year.
- All sub-committee chairpersons must be current members of the Council
- A committee chair may be removed from their position by a majority vote of the council.

Operating Procedures

- Any plan or part of a plan developed by a subcommittee or task force is subject to the approval of the Council

Agendas

One week prior to each council meeting, the Council Chair, assisted by the school principal, must post the following on the school website.

- Notice of the upcoming meeting, including the date, time, and place
- Agenda for the meeting
- Official minutes draft

Meeting agendas are set by the Council chair in consultation with the principal or designee.

Items on the agenda take priority over other discussions coming before the council.

Agenda items can be submitted for consideration, at minimum, 15 days before the next scheduled Council meeting by emailing: centennialcommcouncil@gmail.com

The Council may conduct a meeting electronically, so long as:

- There exists a substantial risk to the health and safety of those who would otherwise, be physically present at the meeting.
- The chair, or the vice-chair in the absence of the chair, and the principal jointly make a written finding that there exists a substantial risk to the health and safety of those who would otherwise be physically present at the meeting, and state the facts supporting such a finding, with said finding to expire not more than thirty (30) days after signing
- Appropriate notice to both the council members and the public of how to participate and/or observe the meeting is provided.

Through the use of e-mail communication, the Council may take any action for which it has authority without convening a meeting. The consent to the action taken must be in writing, must set forth the action so taken, and must be approved by two-thirds of the membership of the Council.

Minutes

Minutes of the council proceedings must be distributed to members of the council at least one week (7 days) prior to each meeting and approved by vote of the council members at a subsequent meeting. Once minutes have been approved by vote of the members, they become the official record of the proceedings. Official minutes must be posted on the school website as soon as possible after they have been approved.

Minutes include date, time place, members present and absent, substance of all matters proposed, discussed or decided, a record of votes, and name any who is not a member of the council who is recognized by the chair to speak in the meeting.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

Website Requirements

List of council members and contact information: phone or email or both. The principal or designee of the principal enters the names of the community council members on the school community council website on or before October 20th and assures that elections and appointments were conducted according the current Utah code.

Proposed Meeting schedule for the school year, agendas, and approved minutes

Proposed Timeline for the school year

School LAND Trust Plan approved the prior year and the amount of money the school received from the School LAND Trust program

Information about community councils and how to serve on the councils

Instructions on how to communicate with the community council

Operating Procedures

The Council will conduct its meetings using Robert's Rules of Order as guidance; however, it is not the intent of the Council to allow debate of parliamentary rules to overshadow the main purposes and goals of the Council. Members of the Council may speak freely during discussion of agenda items regarding the current topic without the need to be recognized by the chair.

All members shall conduct themselves professionally and show respect for other members' and the public's positions even if they disagree with the stated position. In short, civil discourse is not only encouraged but expected.

Council members shall not be discouraged or prohibited from discussing any issue or concern not prohibited by law.

Discussion and/or debate of any item in any council meeting shall be limited to no more than ten minutes; however, should additional time for discussion and/or debate be required, the council may vote to suspend the ten-minute rule to allow for additional time or create a subcommittee to further the discussion.

The council shall adopt rules and procedures to govern council meetings. The council can vote to amend rules and procedures, however, election procedures must remain for a minimum of four years.

The Council meetings will comply with the meeting notice and agenda posting requirements established by Utah Code. The Council will meet monthly with the exception of June, July and August. The majority of the council must approve of canceling and/or calling additional Meetings

Consensus

Under shared governance, groups strive for consensus. Consensus is a collective opinion arrived at by a group whose members have listened carefully, communicated openly, been able to state their opposition to other members' views, and sought and considered alternatives in a constructive problem-solving manner. All members, because they have had the opportunity to influence the decision, should understand and support it.

Consensus evolves from open discussions, until participants feel satisfied with their decision. Reaching consensus should be the goal in all councils and committees of the district. Consensus does not mean one hundred percent agreement. Seldom will everyone be wholly satisfied with any decision. Consensus does require that all participants be able to accept and support a decision.

Consensus takes time, and decisions should not be rushed. When the process is effectively implemented, it provides the opportunity for compromise and precludes the unilateral, capricious, or arbitrary exercise of power. When it is clear a decision cannot be reached through consensus, the law requires a simple majority vote using parliamentary procedures that must be recorded.

Simple Parliamentary Procedure

Meetings shall be conducted, and action taken according to Roberts Rules of Order. (see simple motions in Appendix I)

Council action will be taken by motions and voting with votes and motions recorded in the minutes.

Motions

A motion (or an action to be taken by the council) is stated as a motion. Someone else on the council “seconds” the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide input and discussion as called upon by the chair. When discussion seems complete the chair may call for a vote on the motion. Or when a member of the council “calls the previous question” (a motion to end discussion of the first motion), a second is required and then, without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

Votes, Ethical Behavior and Civil Discourse

A quorum is defined as a simple majority. A simple majority requires one more than half of the given votes. All actions of the Council shall be by simple majority vote when a quorum is established.

- A tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, “I move to close nominations.”
- Most motions are main motions.
- A point of order is offered when there is some question if procedure had been followed correctly. To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.
- A simple majority of the council is a quorum and is required to take action.
- A majority of the quorum is required to vote to approve an action

- Action may only be taken on agenda items. Issues not listed may be discussed and assignments made but may not be decided on substantial issues. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion

Council action will be taken by motions and voting with votes and motions recorded in the minutes.

Expectations of members and participants:

- Act with integrity
- Promote ethical behavior and civil discourse
- Listen to and value diverse opinions

Appendix I

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

Amendments

Amendments to these rules and procedures may be made following a simple majority vote of approval.

Review and revision for these Rules of Order and Procedure should be reviewed no less than every two years.